



## UNITED STATES MARINE CORPS

MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5001

MCBO 11015.3  
C 046/k  
24 Nov 93

### MARINE CORPS BASE ORDER 11015.3

From: Commanding General  
To: Distribution List

Subj: CONSERVATION VOLUNTEER PROGRAM

Ref: (a) Public Law 101-189, Section 1634 (Section 1588 (a),  
Title 10, United States Code) (NOTAL)  
(b) MCCDCO 11240.2B  
(c) MCCDCO P11015.2C

Encl: (1) Volunteer Application for Marine Corps Base, Marine  
Corps Combat Development Command, MCCDC Form 11015/13  
(2) Marine Corps Combat Development Command Volunteer  
Agreement, MCCDC Form 11015/13A

1. Purpose. To provide policy and procedural guidance on accepting and utilizing the services of volunteers in the natural resources management program.

2. Information. Many Americans choose to volunteer their time to assist with natural resources management programs on both private and government lands. Congress has given many federal agencies, including the Department of Defense in reference (a), the authorization to utilize volunteers in natural resources management programs. The use of volunteers can serve to complement the regular natural resources management staff in accomplishing conservation projects, can provide volunteers with experiences that are personally rewarding and challenging, and can help maintain and improve the level and quality of service to the Marine Corps Combat Development Command (MCCDC) and to the public.

### 3. Definitions

a. Conservation Volunteer. A conservation volunteer is any person who gives time and talent to advance the mission of the MCCDC natural resources management program and who receives no salary or wages for the voluntary service. A conservation volunteer is not an employee of the United States Government except for the purposes of Chapter 171 of Title 28 of the United States Code relating to tort claims, and Chapter 81 of Title 5 of the United States Code relating to work injuries.

b. Voluntary Service. Voluntary service is that official government business which is conducted by volunteers under the direction of a paid government employee.

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c. Conservation Volunteer Program (CVP). The CVP is the official MCCDC program which provides for the utilization of voluntary services to help accomplish the natural resources management program.

d. Accepting Official. The Head, Natural Resources and Environmental Affairs (NREA) Branch, Facilities Division, is the MCCDC official who is designated to accept the services of conservation volunteers.

e. CVP Program Manager. The Head, Fish, Wildlife and Agronomy Section, NREA Branch, Facilities Division is the CVP program manager and is responsible for monitoring and supervising daily operations of the CVP. The CVP program manager develops training programs, identifies work that is appropriate for volunteers, develops projects and tasks, compiles statistics and reports, maintains volunteer service records, and acts as the CVP liaison between the accepting official and the volunteers.

f. CVP Volunteer Coordinator. A volunteer appointed by the CVP program manager to provide leadership and supervision in the accomplishment of volunteer tasks. It is emphasized that volunteer coordinators act in an assistance capacity and will not supervise paid government employees. They may supervise other volunteers under the direction of the program manager. Duties and responsibilities of coordinators will be determined by the program manager and will include, but are not limited to, logistic planning, record-keeping, recruiting, orientation, training, supervision and project scheduling. The number of coordinators will be determined by the program manager based solely on the functional requirements of the program manager to optimize management span of control and provide adequate supervisory control over volunteers. Volunteer coordinators will be selected based upon their experience in personnel supervision, knowledge of MCCDC terrain and range safety procedures, knowledge of project subject matter, and dedication to the accomplishment of the MCCDC natural resources management mission.

Volunteer Task Leader. A volunteer appointed to provide direct supervision necessary for the accomplishment of a single task. The task may be one-time or continuing. Volunteer coordinators may appoint task leaders for supervisory needs lasting one day or less. For continuing projects, task leaders may be recommended by a volunteer coordinator and will be appointed by the program manager. The program manager must be satisfied that the task leader is a responsible individual trained in the safety requirements of a specific task, and that the individual is qualified and motivated to perform the assigned duty.

h. Conservation Equipment. Motorboats, motor vehicles, agricultural tractors and implements, bulldozers, chain saws, brush cutters, and other tools and equipment specifically assigned to the NREA Branch for use in accomplishing the natural resources mission.

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#### 4. Policy

a. The acceptance of volunteer services for the CVP will be limited to natural resources management functions under the direction of the accepting official. CVP officials are under no obligation to provide work for CVP applicants.

b. Volunteers will not displace any Marine Corps authorized employees. However, they may be assigned limited and/or segments of work similar to duties currently performed by MCCDC employees or contractors as long as they do not infringe on that work.

c. Conservation volunteers will be recruited and service accepted without regard to race, creed, religion, age, sex, color, national origin, or handicap.

d. Volunteers will be provided with a work environment which is, in all respects, equal to that provided for Marine Corps employees performing similar duties.

e. Volunteers may not handle public funds.

f. When appropriately licensed and otherwise qualified, volunteers are authorized to operate government vehicles, engineering equipment, and tools provided that such operation is in conjunction with approved official business. Child labor laws apply; no one under the age of 18 will operate motorized equipment.

g. Volunteers will not be used for policy making or law or regulatory enforcement. They will not be used in any assignment for which Marine Corps employees would receive hazardous duty pay.

h. The agreement for volunteer services may be terminated at any time by the accepting official or the volunteer.

i. Almost anyone is eligible to be a conservation volunteer. The accepting official and program manager shall determine the necessary qualifications for each volunteer assignment. Children under the age of 18 years may be volunteers provided they have the written consent of their parent or guardian, and provided that the work they are allowed to perform is acceptable for minors. Both Federal and Virginia child labor laws apply to the use of minors as volunteers. MCCDC employees shall not be eligible for CVP participation if the volunteer duties would be a continuation of their official duties. Participation by a Federal employee must always be clearly voluntary. Families and relatives of MCCDC natural resources management employees are eligible for volunteer service as long as the official who signs the agreement form is not an immediate family member.

j. Conservation volunteers must notify CVP supervisors, i.e., the accepting official, the program manager, and volunteer coordinators, of any known physical conditions which would prevent or

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limit participation in assigned work. The accepting official may require the volunteer to obtain medical examination if there is a question regarding the volunteer's physical ability to perform.

## 5. Procedures

a. Enrollment in the CVP. Persons interested in becoming **conservation** volunteers will complete MCCDC Form **11015/13**, Volunteer Application, as shown at enclosure (1). MCCDC Form **11015/13** is available at the Conservation Volunteer Office, Building 5-9. MCCDC Form **11015/13** will be used to maintain a list of potential volunteers and to match an applicant's availability, areas of interest and skills with a particular volunteer task. Applicant's will actually be enrolled in the CVP when they and the MCCDC accepting official have signed MCCDC Form **11015/13A**, Volunteer Agreement, as shown at enclosure (2). MCCDC Form **11015/13A** must be completed prior to a volunteer participating in a work project.

b. Legal Protection. Volunteers receive the same entitlements as federal employees under the Federal Employees Compensation Act (5 USC, Chapter 81) and the Tort Claims Act (28 USC, sections 2671-2680) and are considered to be federal employees for only those purposes. Because volunteers receive these coverages, it is important that they are properly signed up and are operating under written descriptions of the duties and kinds of services that they have been assigned to do. It is imperative also that the specific times and dates of a volunteer's service are recorded. This information is necessary to answer questions about whether volunteers were acting within their assigned duties and whether volunteers were performing service for the government at the time of an incident.

(1) Federal Employees Compensation Act. Volunteers are entitled to the same medical care as other federal employees who may be injured while on the job. Volunteers do not receive compensation for lost wages as a result of injuries. The following procedures should be followed in the event of an injury:

(a) In the event of a life-threatening injury, the victim will be provided appropriate first aid and 911 will be called for emergency service.

(b) In a non-life-threatening situation, the volunteer shall return to the volunteer office and report the accident to a supervisor. If medical care is required, a dispensary chit (OPNAV **5100/9**) will be issued and the volunteer will report to the Naval Medical Clinic, Occupational Health Department, Building 2200. Between the hours of 1600 and 2200, the volunteer will report to the Primary Care Clinic, Building 2200. On Weekends and holidays, treatment will be rendered at the Ray Hall Clinic (TBS).

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(c) If a volunteer desires to file a claim for compensation or seek treatment from a private physician, the program manager is responsible for helping the volunteer complete the following forms: CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation; and CA-16, Request for Examination and/or Treatment. Additional forms may be needed depending upon the injury; the program manager will contact the Head, Civilian Human Resources Office-Quantico for further guidance on a case-by-case basis.

(2) Federal Tort Claims Act. This act provides a means whereby damages may be awarded as a result of claims against MCCDC for the injury or loss of property or personal injury or death caused by the negligent or wrongful act or omission of any employee of MCCDC acting within the scope of his or her employment under circumstances where MCCDC, if a private person, would be liable to the claimant per the law of the place where the act or omission occurred. Since volunteers are considered employees for the purposes of this Act, they are offered the protection of the Act if they are within the scope of their assigned responsibilities.

c. Performance. The conservation volunteer shall perform work as described in the agreement and in any supplemental description of duties. Work performance shall be monitored by CVP supervisors. Volunteer agreements may be terminated if a volunteer's performance is unsatisfactory; however, supervisors will first attempt to determine and correct the cause of unsatisfactory service. Only the accepting official, or designated representative, may terminate a volunteer agreement. Supervisors, while awaiting the decision of the accepting official, may temporarily suspend the participation of a volunteer if the volunteer's work poses a safety hazard or violates any other standards of government service.

d. Orientation, Training, and Safety

(1) Each accepted volunteer will be provided orientation on MCCDC history, mission, natural resources programs, objectives, environmental quality, range safety, and public safety, as appropriate.

(2) Volunteers will be informed that financial liability and agreement termination could result from willful disregard or negligence in the use or safeguarding of Government equipment or other property.

(3) Volunteers shall receive training in safe practices before and during assigned tasks. The government will provide safety equipment; however, volunteers may use personal safety equipment if it is adequate and they willingly agree to do so.

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(4) Before beginning a specific task, a volunteer will be assigned to a supervisor so that the volunteer knows from whom to receive project instruction and to whom to report task accomplishments, injuries, or other pertinent facts.

**e. Licenses for Equipment and Vehicle Operation.** Conservation **volunteers** will complete the requirements listed in reference (b) to obtain licenses to operate conservation equipment. Specific requirements will be completed as follows:

(1) On-the-job training will be provided by NREA Branch, Facilities Division.

(2) The road/skill test and issuance of the OF-346 for engineer and agricultural equipment will be done by the license examiner, Maintenance Branch, Facilities Division.

(3) The Medical Certificate, NAVMC Form 10970, will be issued by the Occupational Health/Preventive Medicine Branch, Naval Medical Clinic.

(4) The Driver Improvement Card and Backing Regulations Card will be issued by the license examiner, Driver Training Branch, Public Safety Division.

The CVP program manager is responsible for recommending individuals for licensing, and will ensure that licensing requests are limited to only the select group of mature, responsible individuals necessary to augment paid employees in the timely completion of conservation projects.

**f. Credit for Volunteer Service.** Volunteers will record their time in and out at the CVP Office, Building 5-9, for each day that they participate in CVP projects. The time will be verified by an appropriate supervisor, with any discrepancies to be resolved by the program manager. Time is recorded for the purpose of maintaining records of CVP hours of service, individual hours of service, and amount of effort expended on specific management projects. An individual's time may count towards nonmonetary awards but does not count towards calculations of retirement, leave, or any other federal employment benefit except for experience. Volunteers may be able to deduct certain unreimbursed expenses incurred in connection with their volunteer service from their reported income on their Federal Income Tax returns. Volunteers should consult Internal Revenue Service regulations.

**g. Awards.** Consideration shall be given to developing the appropriate means to recognize a volunteer's contributions. Monetary awards may not be given under any circumstances but nonmonetary awards may be given. Authorized awards include, but are not limited to, the issuance of Conservation Volunteer Cards per Chapter 3 of reference (c), and the issuance of service certificates, shoulder patches, pins or other insignia to denote

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continuing service. The Head, NREA Branch, Facilities Division is authorized to use natural resources program funding to pay the cost of low-cost nonmonetary awards and program identification materials.

h. Housing. The Head, NREA Branch, Facilities Division will maintain a small number of campsites at Building 5-9 for use by conservation volunteers who live beyond normal commuting distance to Quantico. When practical, electricity and water may be furnished to these campsites and/or camp areas; there will be no charge for this service. This use of government facilities, campsites or camping areas must not conflict with operational requirements or other official demand for these areas, facilities or services.

i. Incidental Expenses. Volunteers receive no salary and will not be paid incidental expenses for services performed at MCCDC. CVP officials may request invitational travel orders for volunteers. The expenses of that temporary duty would be covered under the Federal Travel Regulations, and would cover all expenses authorized in the travel orders. Any documents or forms used to authorize or claim expenses for volunteers must clearly note **"Volunteer"** after the name.

j. Records. The program manager will maintain a file for each volunteer which will contain, at a minimum, the volunteer agreement, record of hours worked, accomplishments, training received, record of nonmonetary awards, medical records, if any, copies of any drivers licenses or equipment operating permits issued, and any other related information.

k. Reports. The program manager will provide monthly reports about CVP accomplishments as part of the NREA Branch command chronology input. Accomplishments of the CVP will be appropriately documented for inclusion in natural resources awards submissions and Public Affairs Office news releases.

6. Action. The Director, Facilities Division, will implement the CVP per the policy and procedures established by this Order.

  
M. C. BUNTON  
By direction

DISTRIBUTION: A

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<b>Volunteer Application</b> for Marine Corps Base, Marine Corps Combat Development Command		<b>Instructions:</b> Mark "X" on appropriate lines. For other items, either print or type responses. If extra space is needed, use item 13.																									
1. Name (Last, First, Middle)		2. Age	3. Telephone Area Code      Number Home  Work																								
4. Street Address (include apartment no., if any)		5. City, State, and Zip Code																									
6. Which general volunteer work categories are you most interested in? <table border="0"> <tr> <td><input type="checkbox"/> Archeology</td> <td><input type="checkbox"/> Fish/Wildlife</td> <td><input type="checkbox"/> Timber, Fire Prevention</td> </tr> <tr> <td><input type="checkbox"/> Botany</td> <td><input type="checkbox"/> Historical/Preservation</td> <td><input type="checkbox"/> Tour Guide/Interpretation</td> </tr> <tr> <td><input type="checkbox"/> Construction/Maintenance</td> <td><input type="checkbox"/> Office/Clerical</td> <td><input type="checkbox"/> Visitor Information</td> </tr> <tr> <td><input type="checkbox"/> Computers</td> <td><input type="checkbox"/> Soil/Watershed</td> <td><input type="checkbox"/> Other (please specify) _____</td> </tr> </table>				<input type="checkbox"/> Archeology	<input type="checkbox"/> Fish/Wildlife	<input type="checkbox"/> Timber, Fire Prevention	<input type="checkbox"/> Botany	<input type="checkbox"/> Historical/Preservation	<input type="checkbox"/> Tour Guide/Interpretation	<input type="checkbox"/> Construction/Maintenance	<input type="checkbox"/> Office/Clerical	<input type="checkbox"/> Visitor Information	<input type="checkbox"/> Computers	<input type="checkbox"/> Soil/Watershed	<input type="checkbox"/> Other (please specify) _____												
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7. What qualifications/skills/experience/education do you have that you would like to use in your volunteer work? <table border="0"> <tr> <td><input type="checkbox"/> Backpacking/Camping</td> <td><input type="checkbox"/> First Aid Certificate</td> <td><input type="checkbox"/> Research/Librarian</td> </tr> <tr> <td><input type="checkbox"/> Biology</td> <td><input type="checkbox"/> Hand/Power Tools</td> <td><input type="checkbox"/> Supervision</td> </tr> <tr> <td><input type="checkbox"/> Boat Operation</td> <td><input type="checkbox"/> Heavy Equipment Operation</td> <td><input type="checkbox"/> Other Trade Skills(please list _____)</td> </tr> <tr> <td><input type="checkbox"/> Carpentry</td> <td><input type="checkbox"/> Landscaping/Reforestation</td> <td><input type="checkbox"/> Teaching</td> </tr> <tr> <td><input type="checkbox"/> Clerical/Office Machine</td> <td><input type="checkbox"/> Land Surveying</td> <td><input type="checkbox"/> Working with People</td> </tr> <tr> <td><input type="checkbox"/> Computer/Programming</td> <td><input type="checkbox"/> Map Reading</td> <td><input type="checkbox"/> Writing/Editing</td> </tr> <tr> <td><input type="checkbox"/> Drafting/Graphics</td> <td><input type="checkbox"/> Photography</td> <td><input type="checkbox"/> Other (please specify) _____</td> </tr> <tr> <td><input type="checkbox"/> Driver's License-MCCDC</td> <td><input type="checkbox"/> Public Speaking</td> <td></td> </tr> </table>				<input type="checkbox"/> Backpacking/Camping	<input type="checkbox"/> First Aid Certificate	<input type="checkbox"/> Research/Librarian	<input type="checkbox"/> Biology	<input type="checkbox"/> Hand/Power Tools	<input type="checkbox"/> Supervision	<input type="checkbox"/> Boat Operation	<input type="checkbox"/> Heavy Equipment Operation	<input type="checkbox"/> Other Trade Skills(please list _____)	<input type="checkbox"/> Carpentry	<input type="checkbox"/> Landscaping/Reforestation	<input type="checkbox"/> Teaching	<input type="checkbox"/> Clerical/Office Machine	<input type="checkbox"/> Land Surveying	<input type="checkbox"/> Working with People	<input type="checkbox"/> Computer/Programming	<input type="checkbox"/> Map Reading	<input type="checkbox"/> Writing/Editing	<input type="checkbox"/> Drafting/Graphics	<input type="checkbox"/> Photography	<input type="checkbox"/> Other (please specify) _____	<input type="checkbox"/> Driver's License-MCCDC	<input type="checkbox"/> Public Speaking	
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8. Based on lines checked in items 6 and 7, what particular type of volunteer work would YOU like to do? (Please describe any specific qualifications, skills, experience, or education that apply.) _____																											
9. Would you like to supervise other volunteers? <input type="checkbox"/> Yes <input type="checkbox"/> No																											
10. Please specify any physical limitations that may influence your volunteer work activities: _____																											
11a. Which months would you be available for volunteer work? <input type="checkbox"/> January <input type="checkbox"/> February <input type="checkbox"/> March <input type="checkbox"/> April <input type="checkbox"/> May <input type="checkbox"/> June <input type="checkbox"/> July <input type="checkbox"/> August <input type="checkbox"/> September <input type="checkbox"/> October <input type="checkbox"/> November <input type="checkbox"/> December																											
11b. How many hours per week would you be available to volunteer work? -Hours _____																											
11c. Which days per week would you be available for volunteer work? <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday																											
12. Specify if you have lodging requirements: _____																											
13. This space is provided for more detailed responses. Please indicate the item numbers to which these responses apply: _____																											
<p align="center"><b>Notice to Volunteer</b></p> <p>Volunteers are not considered to be Federal employees for any purposes other than tort claims and injury compensation. Volunteer service is not creditable for leave accrual or any other benefit. However, volunteer service is creditable work experience.</p>																											
<p align="center"><b>Privacy Act Statement</b></p> <p>Following information is provided to comply with the Privacy Act (PL 93-579). 5 U.S.C. 301 and 7 CFR 260 authorize acceptance of the information requested on this form. The data will be used to contact applicants and to interview, screen, and select them for volunteer assignments. Furnishing this data is voluntary</p>																											
		1a. Signature (Sign in ink)	19. Date																								

ENCLOSURE (1)



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MARINE CORPS COMBAT DEVELOPMENT COMMAND  
VOLUNTEER AGREEMENT

(Act of November 1989 Public Law 101-189)

NAME/GROUP (Type or print full name)

TELEPHONE NUMBER

ADDRESS (Street, City, State and Zip  
Code)Brief description of work to be performed, including minimum **time** commitments required. (Attach complete job description.)

## ACCEPTANCE OF AGREEMENT

I will contribute my services from \_\_\_\_\_ (date) to approximately \_\_\_\_\_ (date).

I understand that I will not **receive** any monetary compensation for the above work, and that volunteers are **NOT** considered to be Federal employees for any purpose other than tort claims and injury compensation, and I understand that volunteer service is not creditable for leave accrual or any other employee benefits. I also understand that either the Marine Corps Combat Development Command or I may cancel this agreement at any time by notifying the other party.

I hereby volunteer my services as described above, to assist the Marine Corps Combat Development Command in its authorized work.

\_\_\_\_\_  
(Signature of Volunteer or a Parent or Guardian)\_\_\_\_\_  
(Date)

We will contribute our service from (\_\_\_\_\_) (date) to approximately \_\_\_\_\_ e \_\_\_\_\_.

We agree to obtain parental or guardian consent for each individual under 18 years of age and to comply with applicable child labor laws.

We understand that the individuals volunteering under this agreement will not receive any compensation for the above work and that they will

**NOT** be considered to be Federal employees for any purpose other than tort claims and injury compensation, and we understand that volunteer service is not creditable for leave accrual or any other employee benefits. We also understand that either the Marine Corps Combat Development Command, or we, may cancel this agreement at any time by notifying the other party. We agree to provide the Marine Corps Combat Development Command with a listing of active participants home address, and the number of hours each contributed, when and as requested.

\_\_\_\_\_  
(Signature of Group Representative)\_\_\_\_\_  
(Date)

The Marine Corps Combat Development Command agrees, while this agreement is in effect, to provide such materials, equipment and facilities as are available and needed to perform the work described above, and to consider individuals volunteering under this agreement as Federal employees only for the purpose of tort claims and compensation for work related injuries.

\_\_\_\_\_  
(Signature of Accepting Official)\_\_\_\_\_  
(Date)

## TERMINATION OF AGREEMENT

\_\_\_\_\_  
(Signature of Terminating Official)\_\_\_\_\_  
(Date)\_\_\_\_\_  
(Signature of Volunteer/Group Representative)\_\_\_\_\_  
(Date)

ENCLOSURE (2)

MCCDC 11015/13A (4/93)